

Industrial Commission Video Library Rules

1. The Industrial Commission's Video Library is a non-commercial library of safety and training videos for use by North Carolina employers in employee training programs. Please **do not** request videos for preview, public showings or rescheduling to others.
2. Video loans are made only by **written, signed requests** on the form below. The form may be photocopied as needed. You may fax your request to (919) 715-6573 or e-mail safetyic@ind.commerce.state.nc.us.
3. **Your request must be received at least 30 days prior to your show date.** If your show date is not critical, indicate "Next Available Date."
4. A listing with a brief description of most videos is available upon request.
5. After viewing, please **rewind the video** and **complete the yellow** card indicating the number of times the video was shown, number of viewers and noting any damage to the video so it can be repaired prior to sending to the next user.
6. Return via **UPS** with an **insured** value of at least **\$500.00**. Please tape or otherwise secure the shipping case to prevent loss of the video during shipping. **In the event of loss, damage or destruction you agree to promptly pay the cost to replace the video.**
7. **THE "RETURN BY" DATE IS THE DATE THE VIDEO MUST BE BACK IN RALEIGH SO THE NEXT SCHEDULED USER CAN GET THE VIDEO IN A TIMELY FASHION.** If you are on vacation or away from your office, please arrange for the video to be returned by the "Return By" date.
8. Please keep your VCR in good operating condition, including cleaning the heads and adjusting tracking controls as needed. (We often get videos returned with notes about viewing problems. When we view the video on our equipment to determine the problems, we find nothing wrong with the video.)
9. Copying the video is a violation of federal copyright laws. This written request is your agreement to abide by the rules of the library, including returning the video on time, and not making copies of the video.
10. You may view, download and print this form and associated forms from the NC Industrial Commission Website at <http://www.comp.state.nc.us> click on **SAFETY**, then click on **VIDEO LIBRARY**.

Please mail video requests to:

N.C. Industrial Commission
Kim Nadeau, Safety Education Section
4339 Mail Service Center
Raleigh, North Carolina 27699-4339
Phone (919) 807-2603

Please return videos to:

N.C. Industrial Commission
Kim Nadeau, Safety Education Section
430 N. Salisbury Street
Raleigh, North Carolina 27603

Video Loan Request

Name: _____

Company: _____

Street Address: _____
(UPS will not deliver to a Post Office Box)

City: _____

Email Address: _____

Telephone Number: _____

Video Title: _____

Alternate Video Title: _____

Alternate Video Title: _____

Date of Showing: _____

We have read and agree to abide by the Industrial Commission's Video Library Rules.

Signed: _____
